

South Dakota Department of the American Legion Auxiliary
Position opening for Department Treasurer

Qualifications:

- The person applying for the position should be an American Legion Auxiliary member or eligible to become a member.
- Have a strong background of QuickBooks, bookkeeping and accounting, reconciling bank statements, process payments, adhere to a budget, do financial reporting of monthly income, expenses, and deposits.
- Learn the warrant system, scrutinize the warrant, and be prompt with payments.
- Must have excellent communication skills, willingness to learn new systems as needed, provide necessary reporting as requested, ability to multi-task and able to work closely with multiple members.
- Attention to detail, strong organizational and time management skills, work under minimal supervision.
- Attend meetings as requested (Mid-Winter Conference in February, Department Convention in June, and Finance and Department Executive Committee (DEC) meetings in July) and any other meetings, in person or virtual.
- Approximately 15 hours a week. Person applying will need to be able to be bonded. Bonding will be at the organization's expense. A background check will be completed.
- Ability and willingness to fill in for the Secretary if needed.

Please submit a Resume' and references postmarked by May 15, 2024.

Submit to:

Barb Vetter, PDP and Hiring Committee Chairman
101 7th St. E
Cresbard, SD 5757435

Or

Barb Vetter
barb.vetter@venturecomm.net